

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

Position Title: Legal Analyst #18-26
Location: Dallas, Texas
Closing Date: Open until filled
Starting Salary/Range: \$93,325 - \$121,356* (CL-28 - CL-29)

*Depending upon qualifications and experience

POSITION OVERVIEW: The United States District Court for the Northern District of Texas, Office of the Clerk, is recruiting for a Legal Analyst position. The incumbent provides legal assistance by drafting administrative orders and forms, providing legal research, and resolving procedural and case management issues. The incumbent also assists in developing continuing education programs for staff and the legal community and helps coordinate community outreach events, investiture ceremonies, and other official events.

RESPONSIBILITIES:

- Drafts reviews and revises forms and guidelines and ensures their dissemination to the public at large.
- Researches code and rules in order to develop notices, forms, training documents, legal memoranda, and other documents.
- Assists Clerk's Office in resolving procedural and case management issues related to pro se cases.
- Assists management staff in complex case management decisions.
- Conducts research for the Clerk as necessary in order to provide advice on issues affecting the Clerk's Office and procedures. Conducts research on specific legal questions and prepares memoranda on the results of the research.
- Monitors and evaluates existing and proposed legislation, laws, rules and other regulations to determine the impact on Clerk's Office procedures or to suggest changes to improve office procedures.

- Serves as liaison between the Clerk and members of the bar and responds to inquiries from attorneys on procedural matters relating to filing of pleadings.
- Assist with attorney training events, bench/bar conference, investiture ceremonies, and other official events as required.

REQUIREMENTS:

- Law school graduate with a minimum of five years of legal work experience following graduation from law school.
- Member of the State Bar of Texas.
- Ability to comprehend a wide range of legal concepts, principles, and practices.
- Advanced ability to analyze difficult legal questions and problems.
- Ability to conduct research of all available sources and provide proposed solutions based on that research.
- Skill in writing legal memoranda, opinions, orders, and other documents.
- Skill in the oral presentation of complicated legal matters.
- Ability to apply existing or new principles in difficult or complex cases.
- Ability to meet and communicate effectively with a variety of people.

PREFERENCES:

- Thorough knowledge of the Federal Rules of Civil and Criminal Procedure.
- Prior judicial law clerk experience.

The final candidate must successfully pass a background investigation performed by law enforcement agencies, which includes FBI fingerprinting. The applicant must be a U.S. citizen or provide documentation proving eligibility to work in the United States.

Submit resume with salary history and college transcript to:

Human Resources

U.S. District Court - Northern District of Texas

1100 Commerce Street, Room 1452

Dallas, TX 75242

Fax: (214) 753-2247

Email: humanresources@txnd.uscourts.gov

Resumes without code #18-26 will not be considered

****** *The Court is an Equal Opportunity Employer* ******

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. An incumbent will be eligible for promotion to a higher grade without further competition, depending on performance and the needs of the office. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.